

Creating the Training Packet: A checklist

At completion of the curriculum development process, the training packet should include:

- ✓ **Instructions to the trainer** that list materials required, time needed for the overall course, A/V equipment, computers and specific software required, and other general instructions that contribute to the facilitation of the course.
- ✓ A **Course Summary** document (see Guidelines for Writing a Course Overview);
- ✓ An **Instructional Plan** (see Instructional Plan Components document and sample instructional plan);
- ✓ An **inventory list** of supporting materials broken down by category (e.g., handouts, quizzes, PowerPoint presentations, video clips, RoboDemos);
- ✓ **Master copies** of supporting materials, including a disk with PowerPoint presentations or other electronic media, as well as information for locating RoboDemos or other sources that are not available on disk or as a hard copy; and
- ✓ **Two versions of the final exam.** The first version is the master document and should list the correct answers to each question and identify which learning objectives each test item measures. The second version does not list correct answers or learning objectives, as it is the version that will be distributed to the trainees.